



Request For Proposal for 2008 Continuum of Care (Homeless) Programs

DUE DATES FOR MANDATORY ELECTRONIC SUBMISSION:

**Renewal Application Evaluation Material
July 1, 2008, 12:00 p.m. (noon)**

**HUD Application Material – Renewal Applicants
July 16, 2008, 12:00 p.m. (noon)**

**HUD Application Material – New Applicants
July 31, 2008, 12:00 p.m. (noon)**

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RFP HS 08-06

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I. OBJECTIVE

The County of San Bernardino Office of Homeless Services (OHS), acting on behalf of the San Bernardino County Homeless Partnership¹, is requesting proposals from non-profit and local government organizations providing assistance to homeless populations within the County of San Bernardino. OHS seeks projects that can make maximum efficient, economical, and effective use of the prospective allocation of the United States Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funds through the McKinney-Vento Act. OHS is particularly interested in receiving proposals that seek to assist chronic homeless persons, and/or that provide permanent housing, or where the majority of grant funds are for housing-related activities.

Historically, HUD has released the CoC procurement document (known as the SuperNOFA) during the March/April timeframe. This year, HUD has delayed the release of the SuperNOFA. In order to ensure the San Bernardino County Continuum of Care is positioned to respond to the SuperNOFA when it is finally released, OHS is administering the local procurement at this time. Should additional information become available that changes the information provided in this document, OHS will publish an addendum to this procurement on the following San Bernardino County website:

<http://www.sbcounty.gov/rfp/rfplist.htm>

II. BACKGROUND

The San Bernardino County Homeless Partnership Policy Council shall be submitting an application to HUD for federal CoC assistance to provide essential services to assist homeless persons and families in the County of San Bernardino. HUD has made available \$6,104,961 in "pro rata need" to fund projects to assist homeless populations throughout the County of San Bernardino.² The CoC plan being submitted to HUD may include a "Samaritan Bonus" of up to \$915,744 for permanent housing projects serving chronic homeless persons. Thus, if permanent housing proposals are placed ahead of other project proposals, the San Bernardino CoC could be in a position to receive an overall award of up to \$7,020,705 through this federal competition (see Exhibit 1).

This Request for Proposal (RFP) announces the intention of the San Bernardino County Homeless Partnership Policy Council to receive new and renewal applications through three components of the McKinney-Vento Homeless Assistance Act: 1) Supportive Housing Program; 2) Shelter Plus Care; and 3) Section 8 Moderate Rehabilitation Program for Single-Room Occupancy Dwellings for Homeless Individuals. These programs are authorized by title IV, subtitle C, of the Stewart B. McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11381 subject to program regulations at 24 CFR part 583 (Supportive Housing Program); 42 U.S.C. 11403 subject to the program regulations at 24 CFR part 582 (Shelter Plus Care Program); and 42 U.S.C. 11401 subject to the

¹ Formerly the County of San Bernardino Homeless Coalition.

² See Exhibit 1 for "pro rata need" by GeoCode.

program regulations at 24 CFR part 882, subpart H (SRO Moderate Rehabilitation for SROs).

OHS is soliciting proposals from nonprofit and local government providers of homeless services which will effectively utilize all or part of the funds available as direct grantees with HUD.

III. NEW THIS YEAR

OHS shall be taking the lead in preparing this year's application to HUD. This is a role that had previously been the responsibility of the Community Action Partnership of San Bernardino County. To assist it in preparing an application that is consistent with HUD regulations and submission requirements, OHS has engaged the services of a consultant. HUD has announced that it will be accepting applications **only in a digital format**. This means that **all** applicants (whether new or renewal) must have Internet access and software compatible with the following: Adobe Forms (available as a download from Grants.gov) and Microsoft Office 2007, and computer hardware with scanning capacity. See Section X, Paragraph B of this RFP.

Also new this year, OHS has placed a limit on the amount of funds that any applicant may request through the Supportive Housing Program (SHP). No SHP applications will be considered that exceed \$1,207,500 (including administration) if the project includes \$400,000 for acquisition, rehabilitation, or new construction. SHP requests that do not include \$400,000 for acquisition, rehabilitation, or new construction activities shall be limited to a maximum request of \$787,500 (or \$250,000 per year for three years, plus 5% for administration). See Section VI of this RFP.

All applicants shall also be required to identify the source of all proposed matching funds and provide commitments from these sources in an amount equal to the proposed project's match requirement. See Exhibit 3 of this RFP.

In addition, OHS shall be requiring all applicants for new projects to make a brief (30 minute) presentation on its proposal to the Homeless Assistance Grant Review Committee. These presentations will be made on August 13, 2008. See Section VIII of this RFP.

Priorities

A major priority this year will be identifying one or more providers of permanent supportive housing, particularly those that propose units for chronic homeless persons. A second priority will be to renew existing homeless projects where the provider can demonstrate that it has been effective in: *a) reducing homelessness; b) serving a targeted or otherwise underserved population, particularly chronic homeless persons; c) utilizing prior-year allocations of grant fund; d) providing leveraged resource; e) participating in the planning and development of the continuum of care; and f) submitting a complete and accurate application consistent with HUD regulations.*

Applicants are strongly encouraged to review the program regulations for the component for which it will be applying. HUD has posted on the Internet complete guidance on the CoC process as well as each program component (see: www.hudhre.info). OHS shall use its resources to assist applicants in submitting project proposals that conform with the program regulations by providing technical assistance, but neither OHS nor the San Bernardino County Homeless Partnership Policy Council make any representation that funding is guaranteed, or that their interpretations of the regulations are fully consistent with HUD's. *The responsibility for the completeness of an application and its conformity with the relevant HUD regulations is the sole responsibility of each applicant.*

Negotiations

OHS may require the potential grantees selected to participate in negotiations, and to submit revisions to pricing, technical information, and/or other items from their proposal(s) as may result from these negotiations.

IV. SPECIAL REQUIREMENTS / INITIATIVES

OHS supports the *Energy Star* initiative that encourages the use of energy-efficient appliances (see Exhibit 4 and www.energystar.gov). Applications for new projects will only be included in the Continuum of Care plan if the applicant agrees to utilize only Energy Star appliances in their projects. Applicants should also note that all projects proposing rehabilitation or new construction shall be required to conduct outreach to employ low- and very low-income persons per the Housing and Urban Development Act of 1968 (known as Section 3).

V. PROGRAM COMPONENTS

A. Three Program Components

HUD CoC funding is available through three distinct components: Supportive Housing Program (SHP), Shelter Plus Care (S+C), and Section 8 Moderate Rehabilitation Program for Single-Room Occupancy Dwellings for Homeless Individuals (SRO). Each project component has unique requirements as to eligible applicants and eligible activities. The chart below summarizes some of the key eligibility requirements of these components. More complete information may be obtained on each component at the HUD Homeless Resource Exchange website: www.hudhre.info.

Program Component	Eligible Applicants	Eligible Activities	Grant Terms
Supportive Housing Program (SHP)	Non-profits and units of general local government, and States	<ul style="list-style-type: none">• Acquisition• Rehabilitation• New Construction• Operations• Supportive Services	<ul style="list-style-type: none">• 2 or 3 years (new project)• 1, 2, or 3 years (renewals)

		<ul style="list-style-type: none"> • Leasing • HMIS • Administration 	
Shelter Plus Care (S+C)	States, local government units, and public housing agencies (PHAs).	<ul style="list-style-type: none"> • Rental assistance (any type of units) 	<ul style="list-style-type: none"> • 5 years tenant-based or sponsor-based • 10 years project-based with rehabilitation • 1 year renewal
Section 8 Mod. Rehab. For SROs (SRO)	Public housing authorities (PHAs) and nonprofits in conjunction with PHAs	<ul style="list-style-type: none"> • Rental assistance (SRO units only) 	<ul style="list-style-type: none"> • 10 years new

Potential applicants with questions regarding eligibility are encouraged to utilize the HUD website and to confer with OHS when preparing this year's Continuum of Care application. Please see Section IX for details on how to submit questions and seek technical assistance.

B. Eligible Populations

Only projects assisting homeless populations within the County of San Bernardino shall be considered for inclusion in the Continuum of Care application.

Eligible populations for projects (new and renewal) providing permanent housing must reside in one of the three places described below:

1. Places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings;
2. An emergency shelter; or
3. Transitional housing for homeless persons and who originally came from the streets or emergency shelter.

If a person is in one of the three categories listed above, but most recently spent less than 30 days in a jail or institution, he/she qualifies as coming from one of these three categories.

Eligible populations for projects (new and renewal) providing Transitional Housing, Safe Havens, or Supportive Services Only are further defined as including populations meeting the following:

4. Eviction within a week from a private dwelling unit and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing; or
5. Discharge within a week from an institution in which the person has been a resident for 30 or more consecutive days and no subsequent residence

has been identified and he/she lacks the resources and support networks needed to obtain housing.

Governing regulations include an income eligibility test restricting assistance to persons below 50% of Area Median Income, adjusted for household size.

Eligibility for Projects Serving Chronically Homeless, Including those eligible for the Samaritan Bonus

Eligible populations for projects funded through the Samaritan Bonus must be Chronically Homeless. A chronically homeless person is defined as an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more **OR** has had at least four episodes of homelessness in the past three years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency shelter during that time. An episode is a separate, distinct, and sustained stay on the streets and/or in an emergency homeless shelter.

Eligibility for Projects Serving Families in Rapid Rehousing

The FY 2008 HUD homeless budget included funds for a demonstration program for rapid re-housing of homeless families. The new resources will be awarded competitively as part of the annual HUD funding competition through the CoC process. A limited number of sites will be chosen based on experience in rapid re-housing, performance in the HUD continuum of care, and geographic diversity. Families will receive housing placement services, short-term housing assistance including up to 18 months of rental assistance, and appropriate services. An evaluation component will include cost benefit analysis of both direct and indirect benefits of the demonstrations, and housing stability of the families. The eligibility criteria to participate in the rapid rehousing demonstration program have not yet been made available by HUD. OHS will share this information in the form of an addendum to this RFP as soon as the information is made available by HUD.

C. Eligible Projects

SHP funds can be used to develop and operate transitional or permanent supportive housing and to provide the supportive social services necessary to stabilize the resident populations. SHP funds may also be used for supportive social service projects (unconnected to housing) and for Safe Havens.³ The

³ In 1994, HUD's Supportive Housing Program (SHP) was expanded to include the development and operation of Safe Havens targeted exclusively to the most difficult to reach people who are homeless and who have a mental illness. Safe Havens serve as a portal of entry to the homeless and mental health service systems. They offer an array of basic services and supports and access to more traditional housing and service options. *Program operators may not mandate services for persons residing in a Safe Haven.*

Shelter Plus Care (S+C) and the SRO programs provide rental assistance (e.g., Section 8). The S+C rental assistance can be used as tenant-based, sponsor-based, project-based, and project-based with rehabilitation, and SRO-based assistance. HUD requires that homeless persons receiving rental assistance from either the S+C or SRO programs come either directly from the streets or emergency shelters, or from a transitional housing facility if they were either on the streets or an emergency shelter just prior to entering the transitional housing program.

VI. MAXIMUM REQUESTS AND LIMITS

In order to assure a wide dispersion of resources throughout the County of San Bernardino, the OHS has established limits on the amount of Supportive Housing Program grant funds that may be requested for a particular project.

SHP Applications for new projects may include up to \$400,000 for the following combined development activities:

- New Construction
- Acquisition
- Rehabilitation

SHP Applications for *new projects* may include up to \$250,000 *per year* for the following combined operational activities:

- Operations
- Supportive Services
- Leasing
- HMIS

Taking into account that administration is capped at 5% of the total grant award, OHS expects budgets to be limited as follows:

Maximum Development Budget	\$ 400,000	
Maximum Operational Budget	<u>\$ 750,000</u>	(3 years @ \$250,000 p/y)
Subtotal	\$1,150,000	
Administration @ 5%	<u>\$ 57,500</u>	
Maximum Total Request	\$1,207,500	

In addition to the limit on how much funding may be made available for a particular SHP project, no agency may submit more than two SHP applications for new projects. SHP renewal applications shall not be counted against the new project limit on the number of applications that an agency may submit.

VII. GRANT TERMS

Please note that the term for each grant depends on the program component for which applications are submitted. New Supportive Housing Program requests must be for two or three years. **SHP renewal applicants should submit ONLY one (1) year budgets with their proposals.** The Homeless Assistance Grant Review Committee may recommend (at its own discretion) extending the term of a renewal grant to up to three years, or revise a budget downward to achieve its overall goal of effectively utilizing the Continuum of Care assistance from HUD. New Shelter Plus Care proposals must be for five years (or ten years for S+C Project-based Assistance), and new Section 8 Moderate Rehabilitation Program applications must be for ten years.

The majority of applicants through this funding process have historically been interested in SHP projects. OHS has provided additional guidance relative to SHP in Exhibit 3. An applicant seeking to submit through either the S+C or SRO components of the Continuum of Care process are requested to notify OHS via e-mail (homelessrfp@hss.sbcounty.gov) of their intent as early as possible. These projects have very specific requirements and OHS may be able to provide guidance regarding the required elements of these projects.

VIII. SCHEDULE

Please note that there are three schedules: one for renewal applications, one for new project applications, and another schedule for projects approved by the San Bernardino County Homeless Partnership to be included in this year's submission to HUD.

Renewal Projects Submission Schedule

RFP Issued	Date: June 17, 2008
Deadline for Electronic Submission of Renewal Applications Evaluation Material	Date: July 1, 2008 Time: 12:00 p.m. (noon) Submission: homelessrfp@hss.sbcounty.gov
Technical Assistance Workshop	Date: July 9, 2008 Time: 8:00 a.m. to 12:00 p.m. Location: San Bernardino City USD 777 N. F Street, Community Room San Bernardino, CA 92415
Deadline to Submit Request for Technical Assistance	Date: July 11, 2008 Time: 4:00 p.m. Submission: homelessrfp@hss.sbcounty.gov
Deadline for Electronic Submission for HUD Application Materials	Date: July 16, 2008 Time: 12:00 p.m. (noon) Submission: homelessrfp@hss.sbcounty.gov
Grant Review Committee	Date: Aug 13, 2008 Time: 9:00 a.m. to 4:00 p.m.
San Bernardino County Homeless	Date: August 21, 2008

Partnership Review of Homeless Assistance Grant Review Committee Recommendations	Time: 8:00 a.m. to 10:00 a.m. Location: Registrar of Voters 777 E. Rialto Avenue San Bernardino, CA 92415
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New Projects Submission Schedule

RFP Issued	Date: June 17, 2008
Technical Assistance Workshop	Date: July 9, 2008 Time: 8:00 a.m. to 12:00 p.m. Location: San Bernardino City USD 777 N. F Street San Bernardino
Deadline to Submit Request for Technical Assistance	Date: July 25, 2008 Time: 12:00 p.m. (noon) Submission: homelessrfp@hss.sbcounty.gov
Deadline for Electronic Submission for HUD Application Materials	Date: July 31, 2008 Time: 12:00 p.m. (noon) Submission: homelessrfp@hss.sbcounty.gov
Presentations to Homeless Assistance Grant Review Committee	Date: Aug 13, 2008 Time: 9:00 a.m. to 4:00 p.m. Location: Department of Behavioral Health 850 E. Foothill Blvd., Room E158 Rialto, CA 92376
San Bernardino County Homeless Partnership Review of Homeless Assistance Grant Review Committee Recommendations	Date: August 21, 2008 Time: 8:00 a.m. to 10:00 a.m. Location: Registrar of Voters 777 E. Rialto Avenue San Bernardino, CA 92415

Approved Projects: Only applications from projects approved to be included in the 2008 CoC Plan to be submitted to HUD shall be required to observe the following schedule.

Mandatory Technical Training for Approved Applicants	Date: August 27, 2008 Time: 9:00 a.m. to 12:00 p.m. Location: Department of Behavioral Health 850 E. Foothill Blvd., Auditorium Rialto, CA 92376
Deadline for Approved Applicants to Submit Required Technical Documents	Date: September 4, 2008 Time: 12:00 p.m. (noon) Submission: homelessrfp@hss.sbcounty.gov

All dates are subject to change as deemed necessary by OHS.

The schedule requires submission of required forms in an electronic format. So that applicants may become familiar with the technical assistance materials available to them

from HUD, OHS is requiring that all applicants obtain the necessary forms from HUD at: www.hudhre.info.

OHS is providing a listing of documents in Exhibit 2A as an example of the types of forms that may be required. Be advised that it is the applicant's responsibility to ensure all required forms are submitted on time.

IX. TECHNICAL ASSISTANCE

To request technical assistance (TA), please send an email to homelessrfp@hss.sbcounty.gov minimally providing the information requested in Exhibit 5, Technical Assistance Request. In the subject line please type: **CoC TA Question--SB** to ensure the email is properly routed. Please note that OHS is only permitted to answer technical questions and shall not provide assistance that may provide a competitive advantage to a proposal. Additional TA may be found on the HUD web-site at: www.hudhre.info. All requests for technical assistance must be submitted by the date and time indicated in Section VIII of this RFP.

X. SUBMISSION REQUIREMENTS & FORMATS

A. Application Forms

Proposals for use of the HUD McKinney Act funds must include the relevant pages from the HUD application which can be accessed via the Internet at: www.hudhre.info.

B. Application Submission Format

OHS shall only accept electronically submitted applications that conform to the following guidelines:

1. Files should be saved as Microsoft Office documents compatible with Office 2007.
2. All scanned documents shall be saved only as PDF formatted files with resolution set no less than 100 dpi or greater than 400 dpi. OHS shall not review documents submitted as jpg, tif or other graphical formats.
3. All documents must be compatible and accessible to systems on a Microsoft Vista operating platform.
4. All documents submitted electronically shall be sent via email to: homelessrfp@hss.sbcounty.gov. The subject line should read: 2008 Application. The body of the email should include the Continuum of Care coversheet and Agency Contact Information (see Exhibit 2b). Please try to limit emails to no more than 1 MB and use multiple submissions if it is determined that the size of the message exceeds that limit. If sending multiple emails for a single application, the actual application must be

submitted in the first e-mail with supporting documentation (such as copies of audits, Annual Progress Reports, monitoring reports, etc.) to follow in subsequent emails. In addition, if multiple emails are necessary, applicants must identify the total number of emails by including an X of Y (e.g. 2 of 3) reference at the top of each email.

5. All forms and narratives must be prepared using a 12 point font.
6. Each page of the application should be numbered and each page should have the applicant's DUNS number on it.

C. Application Submission Process/Instructions

It is the applicant's responsibility to ensure that all required materials are submitted by the dates and times identified in this Section and in Section VIII and in the appropriate format.

All applications must include the applicant's DUNS number on each page of the application. In addition, the proposal must be valid for a minimum of 180 days and signed by an authorized official of the applicant agency, as evidenced by (prior or new) board actions.

Applications will be accepted as follows:

RENEWAL APPLICATION EVALUATION MATERIALS

By 12:00 p.m. (noon) on July 1, 2008, each renewal applicant must submit a scanned copy or copies of its Annual Progress Reports (APR) to homelessrfp@hss.sbcounty.gov. Send in the APRs covering the entire period of the grant for which renewal funds are being requested. For example, if the applicant is seeking to renew a grant that was previously awarded three years of funding, send in the three most recent APRs.

In addition, each renewal applicant is to submit a copy of its most recent financial audit and all materials related to any HUD monitoring letters it may have received. See Exhibit 2a for checklist.

HUD APPLICATION MATERIAL FOR ALL APPLICANTS

This year, the forms for the SHP, S+C, and SRO Moderate Rehabilitation have been incorporated into a single exhibit. Applicants are cautioned to use only those forms for the funding component for which they are applying. **All forms are to be submitted with the application, those that are not applicable should be marked "N/A".**

Renewal Applications:

By noon on July 16, 2008, all Renewal applicants are to at least submit as an electronic file the materials requested under Phase 2 Section A of the Exhibit 2a

Application Checklist. These materials are to be sent electronically to homelessrfp@hss.sbcounty.gov.

New Applications:

By noon on July 31, 2008, all applicants proposing a new project are to at least submit as an electronic file the materials requested under Phase 2 Sections A and B of the Exhibit 2a Application Checklist. These materials are to be sent electronically to homelessrfp@hss.sbcounty.gov.

Oral Presentations:

New Projects (in person): In addition, applicants proposing **new projects** will be asked to make a brief presentation to the Homeless Assistance Grant Review Committee on August 13, 2008. OHS shall schedule these presentations with applicants.

Renewal Projects (by telephone): Renewal applicants shall not be presenting to the Homeless Assistance Grant Review Committee, but each must identify a point of contact familiar with the proposal who shall be in a position to answer any questions that the Homeless Assistance Grant Review Committee may have. The party named as the point of contact must be prepared to take a call on August 13, 2008 from 10:00 a.m. until 4:00 p.m.

TECHNICAL DOCUMENTATION

Only projects selected to be included in the final submission to HUD will be required to submit the technical documents by the September 4, 2008 deadline. A special mandatory training for these applicants will be held on August 27, 2008 from 9:00 a.m. to 12:00 p.m. at the Department of Behavioral Health, 850 E. Foothill Blvd., Room F119/120, Rialto, CA 92376. At this training, applicants will receive information on how to complete the required forms and documents, including a HUD Logic Model and the Certification of Consistency with the Consolidated Plan, and any additionally required materials.

OHS reserves the right to negotiate with applicants relative to pricing and grant terms, applicants may need to modify their budgets to account for any changes.

XI. GENERAL REQUIREMENTS FOR ALL GRANTEES/PROJECT SPONSORS

Please be aware of the following requirements of all grantees and project sponsors.

A. Financial Requirements Summary

Continuum of Care funded programs are subject to the uniform policies and requirements of the federal Office of Management and Budget's (OMB) Circulars and Federal regulations implementing the Circulars. The grantee must meet any

applicable audit requirements in accordance with the Office of Management and Budget Circulars A-133, A-128, and A-110. The nonprofit grant recipient will be responsible for costs associated with an independent audit. As applicable, the audit must be provided to HUD in a timely manner.

B. Grant Administration

Grantees are responsible for ensuring that homeless assistance funds are administered in accordance with the requirements of applicable laws and program regulations.

C. Performance Reports

ALL APPLICANTS ARE HEREBY ADVISED THAT AS A CONDITION OF BEING INCLUDED IN THE FINAL APPLICATION TO HUD, ALL APPLICANTS MUST ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE OHS TO PROVIDE ACCESS TO THE APPLICANT'S PROJECT FOR MONITORING AND EVALUATION PURPOSES, AND TO PROVIDE QUARTERLY REPORTS TO THE OHS ON THE PROJECT, WHICH MAY INCLUDE COPIES OF THE APR FILED WITH HUD.

D. Record-keeping

Each grantee must ensure that records are maintained for a four-year period to document compliance with the provisions of the program regulations, and to make them available to HUD upon reasonable advance notice. Grantees are expected to use standard accounting practices in its fiscal record-keeping.

E. Timely Use of Funds

Grantees are expected to utilize McKinney-Vento assistance in a timely fashion, and the program regulations make clear the standards that grantees will be held to relative to program implementation. HUD reserves the right to recapture funds not committed within 12-months of grant execution.

F. Sanctions

If the County of San Bernardino Homeless Partnership determines that a grantee is not complying with the McKinney-Vento Act requirements, or with other applicable laws, it may elect to exclude a grantee from future Continuum of Care applications.

XII. METHOD OF EVALUATION

The review and evaluation process will be completed by the Homeless Assistance Grant Review Committee. The Homeless Assistance Grant Review Committee shall evaluate the proposals and prepare a priority list of grantees. New applicants will be required to make an oral presentation to the Homeless Assistance Grant Review Committee on August 13, 2008. Renewal applicants must have a party available to be reached by telephone on August 13, 2008 to respond to any questions that the Homeless Assistance Grant Review Committee may have relative to the proposal.

Evaluation Factors

Projects will be evaluated to determine if their historical or anticipated performance is such that it merits inclusion in the San Bernardino County Homeless Partnership's Continuum of Care application. Projects that, in the opinion of the Homeless Assistance Grant Review Committee, *reduce the overall effectiveness of the Continuum of Care score by HUD* may be excluded from the plan. Projects will only be included in the submission to HUD if they demonstrate capacity to either initiate a new project in a timely fashion or to adequately sustain an existing program.

Projects will be ranked by the Homeless Assistance Grant Review Committee within the following categories:

1. Permanent housing applications serving chronic homeless persons (Samaritan Bonus).
2. All eligible permanent housing and Safe Haven renewals.
3. All eligible transitional housing renewals.
4. All other eligible new permanent housing and Safe Haven applications.
5. All eligible new transitional housing applications.
6. All supportive social services only renewals and new applications.

Projects will be included in the CoC plan until the estimated pro-rata need and Samaritan Bonus funds have been exhausted. Funds for S+C renewal projects are provided by HUD in addition of each CoC's pro-rata need and are to be included in the submission to HUD following the list of projects fitting within the pro rata need (plus any bonus funding). The Homeless Assistance Grant Review Committee will approve projects that clearly demonstrate the following:

1. Renewal Projects Rating Factors

- a. Effectiveness and performance in achieving housing stability and linking homeless persons to employment and mainstream resources (relative to local and national averages).
- b. Percentage of funding request for housing-related activities (the higher the percentage for housing the better).
- c. Leverage (relative to other applicants).
- d. Utilization of prior grant funds and cost effectiveness.
- e. Total one-year budgets of less than \$50,000.

- f. Centrality of project to overall Continuum of Care delivery system.
- g. Involvement of agency staff in Continuum of Care planning (as evidenced through sign-in sheets at meetings).
- h. Application Completeness & Accuracy.

2. New Projects Rating Factors

- a. Feasibility (taking into account timing, availability of other resources, and experience of applicant)
- b. Percentage of funding request for housing-related activities (the higher the percentage for housing the better). The following budget categories shall be included in this calculation:
 - 1. acquisition
 - 2. rehabilitation
 - 3. new construction
 - 4. leasing
 - 5. housing operations
- a. Leverage (relative to other new projects)
- c. Targeting of chronic homeless populations
- d. Cost effectiveness
- e. Participation in CoC Planning process
- f. Application Completeness & Accuracy
- g. Service and geographic reach: does the proposed new project provide a new needed service, and/or is the project proposed for an under-served part of the County.

END

Exhibit 1: GeoCodes

County of San Bernardino Pro Rata Need 2008

GEOCODES and PRO-RATA NEED		
San Bernardino City and County Continuum of Care		
<u>GeoCode</u>	<u>Jurisdiction</u>	<u>Pro-rata Need</u>
060108	APPLE VALLEY	\$ 81,588
060708	CHINO	\$ 79,548
060709	CHINO HILLS	\$ 54,749
061332	FONTANA	\$ 650,692
061638	HESPERIA	\$ 94,074
062556	ONTARIO	\$ 828,850
062930	RANCHO CUCAMONGA	\$ 131,041
062964	REDLANDS	\$ 73,125
062988	RIALTO	\$ 170,190
063180	SAN BERNARDINO	\$ 1,208,608
063852	UPLAND	\$ 90,623
063900	VICTORVILLE	\$ 116,469
069071	SAN BERNARDINO COUNTY	\$ 2,525,404
TOTAL PRO-RATA NEED		\$ 6,104,961
15%	Samaritan Bonus	\$ 915,744
MAXIMUM POSSIBLE AWARD		\$ 7,020,705

The GeoCode will be necessary to complete Page One of the application.

Exhibit 2a: Application Checklist

Phase 1 Renewal Applications – Evaluation Materials

- ☐ Copy of Most Recent Annual Progress Reports
- ☐ Copy of Most Recent HUD Monitoring Report with Response(s)
- ☐ Copy of Most Recent Audited Financial Report

Phase 2 Applications

Section A: HUD Application Materials ALL APPLICANTS

- ☐ Coversheet: Contact Information to be included in the body of transmittal email.
- ☐ Exhibit 2 – Project Application (HUD-40090-2)
 - Part A: General Project Information
 - Part B: Project Summary Budget (SHP use B1, S+C use B2, SRO use B3)
 - Part C: Point in Time Housing and Participants Chart
 - Part D: Targeted Subpopulations
 - Part E: Discharge Policy (local government applicants only)
 - Part F: Project Leverage Chart
 - Part G: Project Participation in HMIS
 - Part H: Renewal Performance (renewal applicants only)
 - Part I: SHP Project Budgets (SHP applicants only)
 - Part J: S+C and SRO Project Budgets (S+C and SRO applicants only)
 - Part K: Project Narratives (all applicants as indicated)
 - Part L: Supportive Services
 - Part M: Accessing Permanent Housing
 - Part N: Participant Self-sufficiency
 - Part O: Experience Narrative (New Applicants Only)
 - Part P: HMIS Narrative—Mark N/A

Section B: Additional Materials to be Submitted ONLY by NEW APPLICANTS

- ☐ Articles of Incorporation/Bylaws
- ☐ List of the Board of Directors: A list of the current board of directors or other governing body of the grantee must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member; and must identify the principal officers of the governing body.
- ☐ Statement of Non-Identity of Interest: Any member of the board or board officer who receives any compensation from the non-profit organization must identify the amount of such compensation and the services provided for which compensation was granted
- ☐ List of References: a minimum of 3, one of which must be an agency of local government.
- ☐ Organization Chart: showing how proposed project will be situated in your agency.
- ☐ Most recent Audited Financial Statement
- ☐ A list identifying your past 5 years experience receiving HUD assistance or other government assistance

Phase 3

Section C: Other Required Forms **ONLY** if Application has been Selected

- ☐ SF-424 Application for Federal Assistance (must include DUNS number)
- ☐ Applicant Certification (40090-4)
- ☐ Applicant/Recipient Disclosure/Update Report (HUD-2880)
- ☐ Survey of Ensuring Equal Opportunity for Applicants (HUD-424 SUPP)
- ☐ Copy of IRS 501 (c)(3) Tax Determination Letter
- ☐ Disclosure of Lobbying Activities (SF-LLL)
- ☐ Applicant Code of Conduct (if not previously approved by HUD)
- ☐ Logic Model –either the forms or a link to them will be sent to you via email when made available by HUD.
- ☐ Certification of Consistency with Consolidated Plan (HUD-2991) **top portion only**
- ☐ SB County Dept. of Economic and Community Development--Project Info. Sheet
- ☐ Section 3 Survey (when requesting funds for new construction or rehabilitation)

Exhibit 2b:

**INCLUDE THE FOLLOWING INFORMATION IN THE BODY OF THE EMAIL
TRANSMITTING THE APPLICATION:**

**CONTINUUM OF CARE COVERSHEET &
AGENCY CONTACT INFORMATION**

AGENCY NAME: _____

PROJECT NAME: _____

GRANT NUMBER (IF RENEWAL): _____

CONTACT PERSON AND TITLE: _____

BEST PHONE NUMBER TO REACH CONTACT: _____

ALTERNATE TELEPHONE NUMBER: _____

MAILING ADDRESS: _____

CONTACT'S EMAIL ADDRESS: _____

PROJECT SITE LOCATION: _____
(If different than mailing address):

ACCOUNTANT NAME: _____ Phone: _____

AUDITOR NAME: _____ Phone: _____

DUNS NUMBER: _____

**Exhibit 3:
Summary Information on the
Supportive Housing Program**

In accordance with federal regulations at 24 CFR 583, Supportive Housing Program grant funds may be used for one or more of the following activities relating to homeless assistance:

Acquisition of sites to be used as transitional or permanent housing for homeless persons or households. No single application may be for more than \$400,000 for the combination of acquisition, new construction, and rehabilitation activities. HUD funding for capital assistance must be matched dollar-for dollar with another source of cash.

New Construction or Rehabilitation of buildings for use as either transitional or permanent housing for the homeless. No single application may be for more than \$400,000 for the combination of acquisition, new construction, and rehabilitation. HUD funding for capital assistance must be matched dollar-for dollar with another source of cash.

The **Leasing** of sites to be used as either transitional or permanent housing for the homeless, or the leasing of a site to be used for the provision of supportive social services. If requesting funds to lease housing units, you must not exceed the following Fair Market Rates:⁴

• Single Room Occupancy	\$ 672
• Efficiency Unit (0-bedroom)	\$ 896
• 1-bedroom Unit	\$ 979
• 2-bedroom Unit	\$1,142
• 3-bedroom Unit	\$1,622
• 4-bedroom Unit	\$1,896

Provision of essential **social services** to the homeless, including services concerned with employment, health, drug abuse, and education and may include, (but are not limited to):

- Outreach;
- Housing search assistance;
- Life-skills training
- Medical services and psychological counseling and supervision;
- Employment services;
- Nutritional assistance;
- Substance abuse treatment and counseling;
- Assistance in obtaining other federal, state, and local assistance including mental health benefits, employment counseling, medical assistance, veteran's benefits, and income support assistance such as Supplemental Security Income benefits, Aid to Families with Dependent Children, General Assistance, and Food Stamps;

⁴ Riverside-San Bernardino-Ontario, CA MSA 2008 FMRs found at <http://www.huduser.org/datasets/fmr/fmrs>

- Other services such as child care, transportation, job placement and job training; and Staff salaries necessary to provide the above service.

Operation costs of transitional or permanent housing to assist the homeless

Relocation assistance for households displaced because of actions related to acquisition, new construction or rehabilitation.

Homeless Management Information System: funding to acquire the hardware, software, and to set up such a system. These funds may only be used to establish program-specific systems that will link to the County's HMIS system that is currently in development. No single proposal may request more than \$15,000 under this category of funding.

Administration, limited to 5% of grant funds for program activities described above.

SUPPORTIVE HOUSING PROGRAM REQUIREMENTS

Cash Match

A 20% cash match is required of supportive social services and 25% for housing operations. Acquisition, rehabilitation, and new construction funds must be matched by an equal amount of non-McKinney Act funding (100% match). There is not a match requirement for leasing costs. A nonprofit or local government agency recipient selected through this RFP process must demonstrate its capacity to provide this match in a timely manner following notification of a conditional grant award.

In calculating the amount of the matching funds for capital funds, a grantee may include the documented value of any donated material or a building.

Use as an Transitional Housing and Permanent Housing

Any building for which the Continuum of Care grant funds are used for acquisition, new construction, or rehabilitation must be maintained as a shelter for the homeless for a period of not less than 20 years. These funds may not be used to provide assistance for emergency shelter services.

Assistance to the Homeless

Homeless individuals must be given assistance in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living; and other Federal, State, local, and private assistance available for such individuals.

Exhibit 4



Did You Know?

Your home can cause twice the greenhouse gas emissions of a car.

What is ENERGY STAR?

ENERGY STAR is a government-backed program helping businesses and individuals protect the environment through superior energy efficiency.

Results are already adding up. In 2004 alone, Americans, with the help of ENERGY STAR, saved enough energy to power 24 million homes and avoid greenhouse gas emissions equivalent to those from 20 million cars - all while saving \$10 billion.

For the home

Energy efficient choices can save families about a third on their energy bill with similar savings of greenhouse gas emissions, without sacrificing features, style or comfort.

ENERGY STAR helps you make the energy efficient choice. If looking for new household products, look for ones that have earned the ENERGY STAR. They meet strict energy efficiency guidelines set by the EPA and US Department of Energy.

If looking for a new home, look for one that has earned the ENERGY STAR.

If looking to make larger improvements to your home, EPA offers tools and resources to help you plan and undertake projects to reduce your energy bills and improve home comfort.

For Business

Because a strategic approach to energy management can produce twice the savings - for the bottom line and the environment - as typical approaches, EPA's ENERGY STAR partnership offers a proven energy management strategy that helps in measuring current energy performance, setting goals, tracking savings, and rewarding improvements.

EPA provides an innovative energy performance rating system which businesses have already used for more than 21,000 buildings across the country. EPA also recognizes top performing buildings with the ENERGY STAR.

ADDITIONAL INFORMATION ON ENERGY STAR CAN BE FOUND AT:

<http://www.energystar.gov/index.cfm>

Exhibit 5 Technical Assistance Request

Please provide the following information in any emails requesting technical assistance, i.e. questions regarding the 2008 Continuum of Care process being administered by OHS. Please ask specific questions and (as possible) batch related questions in a single submission.

Email subject line must read: **CoC TA Question--SB**

Body of email must include:

Name of Contact (last name, first name)

Agency Name

Contact Telephone Number (including area code)

Question Category, i.e. Supportive Housing Program, Shelter Plus Care, Section 8 Rehabilitation for SROs, HUD Continuum of Care Process (general), Procurement Process, etc...

Question(s)

OHS will provide technical guidance only and will not provide information that may appear to provide an applicant with a competitive advantage.